ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Flex-Time Policy
Creation Date: March 12, 2004
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Prepared By: City Attorney's Office
Approved By: City Manager
Legal Review : John Batoon

DESCRIPTION: **Flex-Time Policy**

POLICY: Flex-Time is a tool used to allow employees to work hours that are not within the standard 8:00 AM to 5:00 PM range.

A.   Purpose: There are times when a department's operational needs require employees to either come in earlier than their normal reporting time, or to stay later than their normal end of shift time. Flex-time will permit a department head and supervisor to allow an employee to fluctuate their weekly schedule. Flex-Time will also allow an eligible employee to take longer or shorter lunch periods.

B.   Application: The adjustment of an employee's work schedule must be approved by the supervisor prior to the employee taking the time off.   It is the responsibility of the supervisor to verify and ensure performance of employees who are given flex-time. Good relationships among everyone involved are important for a successful Flex-Time policy. Trust is a big factor; supervisors must feel confident that employees will not abuse the benefits that are inherent in a flex-time schedule.

C.   Everyone should realize that flex time is a privilege, not a right, and if abused, can be taken away at the discretion of the supervisor. Additionally supervisors and department heads may schedule flex-time for employees.

D.   Types of Flex-Time Schedules:
1.   Adjusted leave or start-time. An employee may be allowed to report later or leave earlier.
2.   Adjusted Lunch Period. An employee's length of their lunch period, may be adjusted.

3. Compressed Workweek. An employee may be allowed to work four (4) nine (9) hour days and one four (4) hour day, or other combinations of a 40-hour workweek, as approved by their supervisor and department head.

APPROVED BY:

Joyce G. Wilson   3/8/08

Joyce Wilson, City Manager   Date